

Retention and Classification Report

Agency: District Court (Fourth District : Millard County) (1680)

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Records Officer

04508	Civil case files
18192	Civil registers of actions
09993	Criminal case files
83445	*Criminal registers of actions
83333	*Execution record books
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AGENCY: District Court (Fourth District : Millard County)

SERIES: 4508

3

TITLE: Civil case files

DATES: 1896-

ARRANGEMENT: Numerical by case number.

DESCRIPTION:

Original complaint or summons, and all legal papers filed through disposition or dismissal of civil cases, the proceedings between parties wherein rights are enforced or protected, or wrongs are prevented or redressed, which cannot legally be called criminal cases, involving real property and incidents in Millard County. Transcripts and exhibits are not included. Civil cases include petitions for divorce, suits to recover money, voluntary withdrawal or dissolution of corporations, and writs of habeas corpus. For the approximately twenty years following statehood, grand jury reports and lists, various writs, oaths of office, etc, were also assigned civil case numbers.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical Legal

Disposition based on documentation about individuals, legal procedure, court history and functions. Case files have legal and administrative value to the court through dismissal or satisfaction of the final judgment. They enforce or protect private rights and prevent or redress private wrongs. The value

AGENCY: District Court (Fourth District : Millard County)

SERIES: 4508

TITLE: Civil case files

(continued)

of the judge's decrees and final judgments to parties in an
action may well extend beyond their immediate administrative use.

PRIMARY CLASSIFICATION:

Public

AGENCY: District Court (Fourth District : Millard County)

SERIES: 18192

4

TITLE: Civil registers of actions

DATES: 1896-1948

ARRANGEMENT: Numerical by case number, thereunder chronological

TOTAL VOLUME: 6.00 reels.

DESCRIPTION:

Civil cases document the legal process and the administration of justice in conjunction with civil proceedings for the determination of a controversy between parties wherein rights are enforced or protected, or wrongs are prevented or redressed. Records and documents pertaining to a particular civil action are filed together by the court clerk and collectively these documents constitute the case file. As these records or actions are filed, the clerk enters them in the registers which comprise this series. The clerk is required as documents enter the case file to make a notation that shows "the nature of each paper filed or writ issued and the substance of each order or judgment of the court and of the returns showing execution of process. The notation of an order or judgment shall show the date the notation is made. When trial by jury has been properly demanded or ordered the clerk shall enter the word "jury" on the page assigned to that action [UCA 79 (b) (2)]."

A register of actions may contain the following entries for each civil case: name of the attorney for plaintiff and defendant, name of the judge presiding over the case, petitions, complaints, summons, answers to summons, orders from the court, assignment of judges, exhibits, judgment, findings and conclusions, costs, decrees, requests by attorneys for instructions to the jury, verdict, motions for cross complaints or new trials, amendments to previous answers and disclaimers.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently and then microfilm.

Microfilm master: Retain in State Archives permanently with authority to weed.

AGENCY: District Court (Fourth District : Millard County)

SERIES: 18192

TITLE: Civil registers of actions

(continued)

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical

This disposition is based on the legal and historical value of the District Court REGISTERS OF ACTIONS. The court clerk is required by law [UCA X, (79) (a)] to keep a register of actions that functions as a chronological list of papers filed and fees paid which relate to individual civil actions.

PRIMARY CLASSIFICATION:

Public

AGENCY: District Court (Fourth District : Millard County)

SERIES: 9993

3

TITLE: Criminal case files

DATES: 1896-

ARRANGEMENT: Numerical by case number

TOTAL VOLUME:

DESCRIPTION:

Indictments, subpoenas, verdicts, warrants, returns of warrants, informational papers, affidavits, affidavits of impecuniosity, court orders, judgments, warrants of execution and confinement, warrants of death, notices of appeal, demurrers, answers to demurrers, complaints, and orders to show cause that constitute criminal case files tried by the Fifth District Court in Millard County. Includes predominantly first, second and third degree felonies, but also misdemeanor and juvenile cases.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/2009

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: District Court (Fourth District : Millard County)

SERIES: 9993

TITLE: Criminal case files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: District Court (Fourth District : Millard County)

SERIES: 83445

4

TITLE: Criminal registers of actions

DATES: 1896-1982.

ARRANGEMENT: Numerical by case number, thereunder chronological

TOTAL VOLUME:

DESCRIPTION:

This series documents the individual criminal cases tried by the Fifth District Court for Millard County. Actions taken in each case are recorded on separate documents and then filed together to become the case file. As these documents enter the case file they are recorded in the Criminal registers of Actions.

Registers function as a chronological list of the actions taken in each criminal cases. A register of actions can contain the following: attorney for plaintiff and defendant, name of the judge presiding over the case, petitions, complaint, summons, answers to summons, orders from the court, assignment of judges, exhibits, judgment, findings and conclusions, costs, decrees, requests by the attorneys for instructions to the jury, verdict, motions for cross complaints or new trials, amendments to previous answers, and disclaimers.

RETENTION:

Retain 5 years. Transfer to Archives.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years after and transfer to State Archives and then microfilm and destroy provided microfilm has

AGENCY: District Court (Fourth District : Millard County)

SERIES: 83445

TITLE: Criminal registers of actions

(continued)

passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

This retention is based on the historical value of these records and the Judicial Council Decision (1983).

PRIMARY CLASSIFICATION:

Public

AGENCY: District Court (Fourth District : Millard County)

SERIES: 83333

3

TITLE: Execution record books

DATES: s 1941.

ARRANGEMENT: Chronological by date.

TOTAL VOLUME:

DESCRIPTION:

This volume contains only two entries, both regarding a single case before the Fifth Judicial District Court. This case concerns a judgment originally rendered 2 March 1933 in which the plaintiff was awarded damages and court costs. Eight years later (1941), the defendant had still not paid this obligation. The court, through this order, directed the county sheriff to find the defendant and demand payment. Upon the defendant's refusal to pay, or the sheriff's failure to locate the defendant, the sheriff was authorized to seize and sell enough personal and/or real property to completely satisfy the debt and all associated administrative and court costs. The execution order, issued 24 February 1941, includes the name of the plaintiff (F.M. Lyman, Jr.), the name of the defendant (Xoral Oliver), the name of the judge (Will L. Hoyt), the amount of the judgment (\$21.70), the amount of court costs (\$13.20), the annual interest rate to be charged on any unpaid balance (8 percent), and the name of the county clerk (Arthur C. Brown) who, as clerk of the court, recorded the order.

The county sheriff's return on execution (in which it is reported that the defendant had not been found and that her property had been seized and sold as directed) immediately follows the execution order issued by the court. The return on execution report was made by Deputy Sheriff Clifford Ashman for Sheriff Henry Forster.

RETENTION:

Retain 10 years. Transfer to Archives.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1989

AGENCY: District Court (Fourth District : Millard County)

SERIES: 83333

TITLE: Execution record books

(continued)

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

Disposition based on documentation about individuals, legal procedure, court history and functions. Book(s) serve as a vital record essential for the operation of the court and its ability to fulfill obligations to the public.

PRIMARY CLASSIFICATION:

Public

AGENCY: District Court (Fourth District : Millard County)

SERIES: 83336

3

TITLE: Information and indictment record book

DATES: i 1920-1942.

ARRANGEMENT: Chronological by date.

TOTAL VOLUME:

DESCRIPTION:

This single volume contains the typed text of information filings on indictments in the Fifth Judicial District Court in and for Millard County. Recorded information includes the names of the parties involved, the date, detailed information on the indictments, the charges filed against the defendant, and the name of the district attorney. Many include the names of witnesses called to testify. Some of the earliest indictments at the front of the volume have a signed certification of the district judge attesting to the accuracy of the document.

RETENTION:

Retain 10 years. Transfer to Archives.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

AGENCY: District Court (Fourth District : Millard County)

SERIES: 83336

TITLE: Information and indictment record book

(continued)

APPRAISAL:

Historical

Disposition based on documentation about individuals, legal procedure, court history and functions. Book(s) serve as a vital record essential for the operation of the court and its ability to fulfill obligations to the public.

PRIMARY CLASSIFICATION:

Public

AGENCY: District Court (Fourth District : Millard County)

SERIES: 83675

4

TITLE: Inheritance tax and lien registers

DATES: i 1919-1959.

ARRANGEMENT: Numerical by case number.

TOTAL VOLUME:

DESCRIPTION:

The District Court clerk registers the estate settlements showing the case number; name of estate; name of attorney; name and address of executor, administrator, trustee, or grantee; date report filed; and the names of heirs, devisees, or grantees, and their relationship to the deceased. This settlement was then assessed for tax purposes. An appraisal of the property is included and the executor or administrator is named. If any real estate was subject to a lien, the lien was also registered.

These entries consist of a number, a description of the real estate, the date the lien was entered, the appraised valuation, a report of appraisers (book and page number), the amount of tax due, the date of payment and discharge of lien, and the amount paid.

RETENTION:

Retain ARchives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in State Archives permanently with authority to weed.

Paper: For records beginning in 1919 through 1942. Retain in State Archives permanently with authority to weed.

AGENCY: District Court (Fourth District : Millard County)

SERIES: 83675

TITLE: Inheritance tax and lien registers

(continued)

APPRAISAL:

Historical

Disposition based on documentation about individuals, legal procedure, court history and functions. Book(s) serve as a vital record essential for the operation of the court and its ability to fulfill obligations to the public.

PRIMARY CLASSIFICATION:

Public

AGENCY: District Court (Fourth District : Millard County)

SERIES: 83443

3

TITLE: Judgment docket books

DATES: i 1895-

ARRANGEMENT: Alphabetical by name.

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These volumes serve as an alphabetical index to judgments rendered by the Fifth Judicial District Court in and for Millard County. Case information includes the name of the judgment debtor, the name of the judgment creditor, the register number, the court where filed, the date of judgment, the original date of docketing (for cases docketed outside the fifth district), the date of docketing in the fifth district, the amount of the judgment, the book and page number in the judgment record, the date appealed, the judgment of the appellant court, and satisfaction. Volumes were used simultaneously, resulting in a considerable overlapping of the dates cases were initiated. As index sections for more commonly used letters were filled, the clerks began making entries in a newer volume while continuing to make other entries indexed under less commonly used letters in the old one. The first four volumes in the series are stored at the Utah State Archives. Cases in volume 1 date from 1895, those in volume 2 date from 1923, those in volume 3 date from 1937, and those in volume 4 date from 1959. Entries in volume 4 state that a fifth volume is now in use by the agency.

RETENTION:

Retain 10 years. Transfer to Archives.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1988

AGENCY: District Court (Fourth District : Millard County)

SERIES: 83443

TITLE: Judgment docket books

(continued)

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

Disposition based on documentation about individuals, legal procedure, court history and functions. Book(s) serve as a vital record essential for the operation of the court and its ability to fulfill obligations to the public.

PRIMARY CLASSIFICATION:

Public

AGENCY: District Court (Fourth District : Millard County)

SERIES: 18186

3

TITLE: Judgment record books

DATES: 1899-

ARRANGEMENT: Chronological by date.

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

The text of judgments rendered in court cases are recorded in these volumes. Included are findings of fact, conclusions of law, and the decree or judgment. Recorded information includes the names of the parties involved, date, a summary of the case and findings, decisions rendered, and the names of officials. A case number is recorded in some instances.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

Disposition based on documentation about individuals, legal procedure, court history and functions. Book(s) serve as a vital record essential for the operation of the court and its ability to fulfill obligations to the public.

PRIMARY CLASSIFICATION:

Public

AGENCY: District Court (Fourth District : Millard County)

SERIES: 83338

3

TITLE: Juror and witness fee book

DATES: i 1896-1958.

ARRANGEMENT: Chronological by date.

ANNUAL ACCUMULATION:

DESCRIPTION:

These two volumes provide an accounting of fees paid to juries and witnesses in Fifth Judicial District Court criminal and civil cases heard in Millard County. The first volume covers the period from 1896 to 1923 while the second volume covers 1925 to 1958. They include the term (month and year), the name of the juror or witness, the day of the month on which service was rendered, the total number of days, the fee per day and total fee, mileage, travel fees, total fees, the certificate number, and the signature of the witness or juror acknowledging that the certificate had been received. The case name (plaintiff v. defendant) was sometimes noted.

Until the turn of the century, civil and criminal cases were not recorded separately. After that time, they are recorded in different sections of the first volume. Bailiff time was also recorded in this volume.

In the second volume, there are separate sections for Jurors' Time--Criminal, Witness Time--Criminal, and Jurors' Time--Civil.

RETENTION:

Retain 5 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1988

AGENCY: District Court (Fourth District : Millard County)

SERIES: 83338

TITLE: Juror and witness fee book

(continued)

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

This retention is based on the Judicial Council Decision (1983).

PRIMARY CLASSIFICATION:

Public

AGENCY: District Court (Fourth District : Millard County)

SERIES: 1406

4

TITLE: Minute books

DATES: 1896-

ARRANGEMENT: Chronological by date.

ANNUAL ACCUMULATION:

DESCRIPTION:

These minute books document the daily proceedings of the court but are not transcripts of court cases. Business matters include court site and officers present, jury selection, judicial appointments, expense claims, as well as entries noting the day's proceedings on various cases. A typical case will span multiple dates and will include an indictment or indication of the filed complaint, procedural issues, presentation of the case, witnesses' names, the verdict, and precise sentencing or settlement. The court handled civil, criminal, and probate cases (including adoption, guardianship, and name changes).

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: For records beginning in 1896 through 1948.
Retain in State Archives permanently.

Microfilm duplicate: For records beginning in 1896 through 1948.
Retain in State Archives permanently.

Paper: Retain in State Archives permanently with authority to weed.

AGENCY: District Court (Fourth District : Millard County)

SERIES: 1406

TITLE: Minute books

(continued)

APPRAISAL:

Administrative Historical Legal

This retention is based on the Judicial Council Retention Schedule and the historical value of these records to document the proceedings of district courts.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Exempt. UCA 78-30-15 (2008). As of 1 July 1999, adoptions become public after 100 years; until then they are sealed and only obtainable through the court. These books include occasional reference to adoptions.

AGENCY: District Court (Fourth District : Millard County)

SERIES: 83326

4

TITLE: Naturalization record books

DATES: 1896-1906.

ARRANGEMENT: Entries are chronological. The fiche was filmed with the camera head upside down so pairs of pages appear in reverse

ANNUAL ACCUMULATION:

DESCRIPTION:

These volumes contain documentation of the final steps of becoming a United States citizen. The first volume contains only preprinted certificates of citizenship with blanks for insertion of the date, name, country of origin, current county of residence and the judge's signature admitting the individual to citizenship. The second volume has a more expanded form. The preprinted forms consist of three affidavits (one for the applicant and two for witnesses) and a copy of a certificate of citizenship ordering the applicant's admittance as a citizen. The applicant's affidavit gave his name, birthplace, date and place of declaration of intention, date of arrival to the United States, and sovereign. The affidavit included an oath of renunciation of allegiance to his former sovereign and a statement of his good character. The affidavits of the witnesses confirmed his statements and declared his worthiness to become a citizen. The certificate reiterated this information and ordered admittance as a citizen.

In 1906, a uniform federal naturalization law was enacted requiring that each court use volumes furnished by the federal Bureau of Immigration and Naturalization.

RETENTION:

Retain 10 years. Transfer to Archives.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1988

AGENCY: District Court (Fourth District : Millard County)

SERIES: 83326

TITLE: Naturalization record books

(continued)

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Microfiche master: For records beginning in 1896 through 1903. Retain in State Archives permanently with authority to weed.

Microfiche duplicate: For records beginning in 1896 through 1903. Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

This disposition is based on the historical value of these records. They are important for both the local historian and the genealogist.

PRIMARY CLASSIFICATION:

Public

AGENCY: District Court (Fourth District : Millard County)

SERIES: 18197

3

TITLE: Probate case registers of action index

DATES: 1896-

ARRANGEMENT: unknown

ANNUAL ACCUMULATION:

DESCRIPTION:

This index has: old civil cases not in a register, old probate cases not in a register, followed by an index to probate registers, followed by an index to criminal registers. (Index filmed in July 1966)

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/2009

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: District Court (Fourth District : Millard County)

SERIES: 83438

3

TITLE: Probate court minute books

DATES: 1887-1963.

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These ten books contain the minutes of the proceedings of the probate court in Millard County. Recorded information includes the date, the names of the parties involved, the name of the case, the names and signatures of the probate judge and clerk, and the types of orders and papers filed (petitions for letter of administration, orders of publication, appointment of appraisers, etc.).

The first volume is labeled "Book C." Pages 1 through 59 span the period from 1890 to 1895 while pages 60-203 span the years 1903 to 1907. The information is handwritten.

This is followed by Volume E (1907 to 1918), Volume F (1918 to 1922, Volume G (1922 to 1926), Volume H (1926 to 1932), Volume I (1932 to 1941), Volume J (1941 to 1948), Volume K (1948 to 1959), and Volume L (1959 to 1963).

Included with this series is the index to volumes A, B, C, & 3.

This includes a notation indicating the book and page number of the case being indexed and catalogs the names of plaintiffs and defendants. In addition to probate cases, it also indexes civil and criminal cases.

Former series 83439 has been merged with this series.

(A volume identified by the Historical Records Survey as "Book D" contains handwritten minutes of probate proceedings for the period from 1887 to 1903.)

RETENTION:

Retain 10 years. Transfer to Archives.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1989

AGENCY: District Court (Fourth District : Millard County)

SERIES: 83438

TITLE: Probate court minute books

(continued)

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

This retention is based on the historical value of the records to document the actions of the probate court in Millard County. They are valuable to both genealogical and community studies.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private

AGENCY: District Court (Fourth District : Millard County)

SERIES: 83439

3

TITLE: Probate court records

DATES: i 1890-1963.

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These ten volumes contain the text of orders and decrees filed in probate cases heard in Millard County. Each volume is labeled with a letter (C-L). They contain; name of case, title of case, type of paper filed, text of orders and decrees in probate cases, dates, and name of judge. The indexes (A-C and 3) contain names of plaintiffs and defendants, book and page number.

RETENTION:

Retain 10 years. Transfer to Archives.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

This retention is based on the Decision of Judicial Council approved in 1983 and the historical value of these records.

AGENCY: District Court (Fourth District : Millard County)

SERIES: 1188

4

TITLE: Probate record books

DATES: i 18??-1966.

ARRANGEMENT: Alphanumerical with chronological entries

ANNUAL ACCUMULATION:

DESCRIPTION:

Probate record books contain the details of proceedings in estate and guardianship cases. Personal name change cases may also appear. For deceased persons, the will, appraisals and inventories, and the settlements are recorded. For guardianships, the appointment of a guardian and frequently an account of some property are noted. Adoption records give the full order of adoption, often with statements from both the natural and adoptive parents or a social service agency detailing circumstances of the adoption. The county probate court was responsible for the proceedings of these cases until statehood (1896), at which time the probate court was dissolved and the district court assumed the responsibility.

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives permanently.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: For records beginning in 1820 through 1903.
Retain in State Archives permanently.

Microfilm duplicate: For records beginning in 1820 through 1903.
Retain in State Archives permanently.

AGENCY: District Court (Fourth District : Millard County)

SERIES: 1188

TITLE: Probate record books

(continued)

AGENCY: District Court (Fourth District : Millard County)

SERIES: 83440

3

TITLE: Probate registers of action

DATES: i 1880-1951.

ARRANGEMENT: Numerical by case number

ANNUAL ACCUMULATION:

DESCRIPTION:

Estate cases in Millard County. They cover the periods from 1880 to 1894 and from 1904 to 1951. Each volume contains basically the same information and includes the case number and information on papers and orders filed (e.g., order appointing administrator/executor, oath of sureties, letters of administration/testamentary, final discharge).

RETENTION:

Retain 10 years. Transfer to Archives.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

This retention is based on the Judicial Council Decision (1983) and the historical value of the records.

AGENCY: District Court (Fourth District : Millard County)

SERIES: 83440

TITLE: Probate registers of action

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private